

Mayor and Council
Meeting Minutes for
January 12, 2002

Pledge:

Roll Call: Mr. Harrington, Mr. Fitez, Mrs. Greenfield, Mr. Stull, Mr. Castle, Mr. Bell and
Mayor Jones

Approval of Minutes

November 8th & January 22nd

Motion by Brent Bell

Second by Jim Fitez

6-0

Mayor:

Spill in Hagerstown

Workshop schedule for IKO

Planning Commission

Attended Company 19 Banquet

Staff Reports:

Geri:

Skateboard grant, still working with ARRO and county reference storm water management

Swimming pool grant is still at the state level waiting approval

New event this year the Potomac River Awareness Day which will be held on May 18th from
9am to 4pm at campground co-sponsors DNR, C&O Canal, Park Service, River and Trail etc.

Safety demos, river clean-up, fishing demos

Triatheleon

Valentine Dance - Saturday, February 16th from 7 to 10 ages 13 and under at the park bldg.

Thanks to Chuck Beardsley for his DJ service which was free.

Square corner park -

grant has been submitted for phase II, thanks to everyone who helped.

DDR inspected site recently

Big Sweep - will be held 3-23-02 and Sandy Cox is working with Frederick County
volunteers

Areas have been designated for clean up

Brunswick team to clean-up every team will be responsible for collecting a minimum of \$50.00 dollars in pledges. For every dollar seventy five cents goes to food bank and twenty five cents goes to volunteer Frederick.

Easter Egg Hunt on March 23rd, new this year for ages 10 to 16 years old there will be an egg hunt at night under lights at 8pm. Bring a bag and flashlight.

Self defense class

Sidewalk chalk art contest on June 1st more details to come.

West end park - Joe Moss ARRO will look at area.

Chief:

Both new officer's are on the street

Drug arrest last night with marijuana

No specific threat regarding the terrorism

Justin:

Planning Commission report.

Hope & Enfield

2/13 at 3pm - Planning Commission's review at Winchester Hall

2/26 at 7pm - M&C workshop

3/5 at 8:30am - Board of County Commissioner's review of annexation

3/5 at 7pm - M&C workshop

3/26 - 7pm - M&C Public hearing on annexation changed from 3/12

2/25 - 7pm - Next Planning Commission meeting for city

Code Enforcement Report:

4 - junk cars

10 - warnings for yard trash

1 - unsafe yard

0 - yawn trash

2 - unsafe dwellings

1 - warning for sidewalk & curb

Total of 18 warnings and 5 citations issued along with 9 complaints.

Kevin:

Public Works Report

5 water leaks repaired

2 water taps

MOSH safety inspections with 12 minor infractions

Verizon came and repaired line @ C St. & Petersville Rd

Jetter maintenance during month of January

Frederick County tub grinder did mulch. Will be back to finish grinder broke down.

Safety meeting was January 30th.

Installed a new water pump at reservoir to replace 600 gal. a minute pump.
Stored a new score board for the Little League at the public works bldg.

Brent:

Inquired about the pumps at reservoir.

Kevin:

Pump had rusted out on piece of the swivel not making contact.
Springs are putting out 175,000 to 180,000 gallons, still about 6" down.

Mayor:

Sewer discharge in Hagerstown
Shut down water intake at 6pm tonight
Evaluate situation tomorrow
MDE is monitoring conditions on river
More concern with solvent

Kevin:

Reservoir full - 3 million gallons
Midnight tonight - expected arrival of contamination
The peak would be Wednesday 2-13 at 9pm
Hagerstown Plant down 4-5 days
We have shut down intake at 6pm tonight.

Mayor:

Requesting volunteer conservation of water by city residents.

Walt:

How long can we go without current supply of water.

Kevin:

6 day supply

Robert Slavin:

What's the daily average water consumption:
Kevin - 459,000 gallons per day
Spring line opening?
Kevin - line can be opened to accommodate other residents if needed.
Kevin - results are expected back sometime tonight.

Dave:

Contracts for the mowing and trash have been put together for the council and mayor to review for their comments toward the bid packages. Also, the 10 year contract for the train station runs out this fall.

Hired a part time employee Betty Campbell 3 days a week to help with front desk at City Hall.

Filled 3 positions

Process of filling the position of the waste water operator. Still advertising for Assistant Superintendent at the waste water plant.

Citizens Form:

Lisa Fouche:

Thanks from Brunswick PTO for painting flag pole.

Mary Antosca:

March 26th Annexation vote? Is it too late to effect out come?

Mayor:

This is a legal process with these meetings.

Workshops were open to anyone.

Need citizens input

On behalf of Rosemont we had meeting with good turn out.

All were opposed to Annexation.

Rosemont will support Brunswick regarding rate structure if IKO doesn't happen.

Many people believe decision is already made.

Mayor:

Not "done deal"

We are examining options for Brunswick citizens with or without IKO.

Important to hear from citizens.

Karen Tomb:

People are nervous about coming to meetings

Urge everyone to come to meetings

I know its not a "done deal"

H street - future plans for sidewalks and where are they going?

Worried about area at crest of the hill

Justin:

From corner all the way up to the last house.

Mayor:

Input on Annexation

Telling M&C not in support of IKO doesn't help, need reasons.

Walt:

Toughest decisions the council and mayor have to make.

Gail Hall:

Contractor who work on sidewalks - can they work on others at owners expense?
Council should take surveys on own street for IKO.

Mayor:

We hope we can facilitate that.

Old Business:

Mayor:

Transmittal letter was delay with distribution of audit due to errors.

Michele Mills:

Linton; Schafer & Co.

Jim Castle:

\$480 some thousand excess in water waster water account the Enterprise Fund, is that money available to spend.

Michele:

Yes, it is money to spend

Robert Slavin:

Exhibit 1-D - under total of depreciation over time?

Michele:

Expense is only done once in the depreciation charge

Tom Smith:

Government depreciation
\$370,000 listed for depreciation

Michele:

Tom is referring to exhibit 1-D can add back depreciation connected to grant funds.

Tom:

Water rate structure fee should be calculated on depreciation after government depreciation

Barbara Baker:

Is it normal for some cash to be uninsured?
Exhibit 1-G Farmers & Mechanics loan - small business loan.

Michele:

It's a short term for a back hoe loan.

Brent:

Postage for City Hall - does some postage for special events get extracted out.

Michele:

Budget is only a guide, prepared a year in advance.

Reportable Conditions Report:

Review of report

A) Bank reconciliations

Do monthly & reviewed by City Administrator

B) Internal control

Cash receipts - reconciliation daily

Cash disbursements - checks issued sequentially

Checks receive management authorization

Checks prepared by accountant

Procurement procedures now implemented requiring appropriate approval

C) Payroll

Payroll checks received & distributed by different person than accountant

Will be distributed by City Administrator payroll register will be examined for unusual indicators.

Mayor:

We have implemented procedures

Dave Dunn was brought on for his financial experience to prevent this.

Chief:

Criminal summons has been issued:

(3) felony thefts

(3) misdemeanor thefts

(1) theft by scheme

Michele:

Advisory Comments

(A) rate structure should be adjusted to handle deficit.

(B) Yourtee Springs

\$72,000 was collected for special projects in 1999 and not used.

City needs to determine what to do with \$72,000

City Attorney has stated that \$72,000 could be used for other projects

(C) Water & Sewer Billing

Print and store appropriate reports from billing system

(D) Personnel Manual
Review comp time payout
Retirement plans need to be identified in manual

(E) Centralized filing system
City currently reviewing filing

Conclusions-

Scheduling to conduct audit was difficult due to MSP investigation
Thank city and Anne for there hard work

Mayor:

Thanks to the Auditors and Anne for the hard work

New Business:

Water & Sewer tap fees
Walt motion to approve capacity and tap
Jim Fitez seconded

Joe Harrington:

Need designation of "Residential"

Walt:

Amend motion to state "Residential"
Jim Fitez seconded

Vote 6-0 to accept recommendation by Dave to \$7,102 for capacity fee and \$4,971 for tap for total of \$12,073.

SGTP Landscape Bid Phase III

Jim Castle:

Same project as parking lot overlay and bike rack
Bid prepared by ARRO

Mayor:

Will receive sealed bids and open at M&C meeting

Vote to send bid packages out

Motion by Jim Castle
Seconded by Debbie Greenfield
6-0 approved

Traffic Control Device - 321 E. Potomac St.

Chief - Ms Lewis has required MVA permit
Motion by Jim Fitez
Seconded by Brent Bell

Brent

Recommend lines also be painted for space
Motion amended to include lines
Motion by Jim Fitez
Seconded by Brent Bell
6-0

Chief:

Parking yellow lines
Need consistency of line length in city
Recommendation
Fire hydrants - 15'
Pedestrians crosswalk - 20'
Fire Dept - 20'
R/R crossing - 50'
Chief Lipscomb will assist

Walt:

Without curb, paint lines on street?

Chief:

Yes

Barbara Baker:

No curbs on my street, traffic problem when parents wait in cars with kids for bus.

Jim Fitez: motion to adjourn.

Adjournment 9:10 p.m.

Motion by Jim Fitez

Witness: _____
City Administrator

Approved By: _____
Mayor

Prepared By: Dianne Fleming

